

Dethick, Lea & Holloway Parish Council

Parish Clerk & Responsible Finance Officer

T Walker

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MINUTES – 6 May 2020

Minutes of Dethick, Lea and Holloway Parish Council meeting held by video conference on Wednesday 6 May 2020.

Councillors: P Ward (Chair)
S Crossley
S Hannath
I Hooker (To 7.20pm)
A McDonald
A O'Neil
J Stevenson
B Wright

Also present: T Walker (Parish Clerk & RFO)

3629. Election of Chair for 2020/21

RESOLVED: Cllr Ward was elected as Chair for 2020/21 and agreed to sign the acceptance of office declaration after the meeting.

3630. Election of Vice-Chair for 2020/21

RESOLVED: Councillor Stevenson was elected as Vice-Chair for 2020/21 and agreed to sign the acceptance of office declaration after the meeting.

The outgoing Chairman, Cllr Hooker referred to his Annual Report, which had been previously circulated and invited the Clerk to add it to the parish council website, as there is no Parish Meeting due to the current restrictions.

Cllr Hooker concluded his participation in the meeting as a member of the Parish Council and intimated that he would like to speak in public speaking. On behalf of everyone, Cllr Hannath thanked Cllr Hooker for everything he had done during his 12 years of service on the parish council.

Cllr Ward took over as Chair.

3631. To receive apologies for absence - None

3632. To consider motions for variations of business - None

3633. Declaration of member's interests at meeting

The Clerk declared a personal interest in item 36 and indicated that he would withdraw from the meeting when the item was discussed

3634. Public Speaking

Ian Hooker spoke about agenda item 24 (To consider support for Climate Emergency) and explained that he had attended a seminar on 6 March 2020 led by the Centre for Sustainable Energy. An outcome from that seminar was that a Neighbourhood Plan should contain policies which support sustainable energy. The DLH Plan does include a policy about encouraging charging points for electric vehicles, however, a number of other policies were removed by examiner. The main message was that we should all be doing our best to persuade our residents that there is a climate emergency and we should be doing something about it. This item came about due to a resident raising it, following a resolution by AVBC to declare a climate emergency and commit to becoming carbon neutral council by 2030. The resolution related to the council itself, rather than the whole borough, but indicated that they would be encouraging Town and Parish Councils to do the same. Ian suggested that the Parish Council may wish to consider purchasing electricity for the public toilets from a company that does green energy. Consideration could also be given to endorsing the actions of AVBC. They appear to be taking climate emergency into account in their planning decisions and in the creation of their new local plan.

Ian Hooker left the meeting at 7.20pm – Cllr Ward, passed on a huge thank you to Ian, on behalf of the Parish Council for everything that he had done as a Parish Councillor and for his support.

3635. To approve and authorise the Clerk to sign the minutes of the extraordinary meeting held on 17 April 2020

RESOLVED: To remove all of the text in minute no. 3624 and replace it with 'Cllr Manze confirmed that he was happy for the item to be withdrawn'.
Vote: 5 for / 2 against.

3636. To determine which items, if any of the Agenda should be taken with the public excluded

RESOLVED: To deal with item 36 under 'Confidential Items' with the public excluded.

3637. Chair's Announcements

Cllr Ward thanked Chris Manze for his services whilst a Parish Councillor. Also, Cllr O'Neill was thanked for her help with the play area inspections and for getting the Speed Watch up and running.

3638. Re-Adopt Standing Orders and Members' Code of Conduct and Adopt the amended Financial Regulations

RESOLVED: To re-adopt Standing Orders, Members' Code of Conduct and Financial Regulations.

3639. Re-Adopt other parish council policies and procedures: -

- **Data Protection Policy**
- **Document Retention Policy**
- **Privacy Notice – Staff, Councillors and Role Holders**
- **Privacy Notice – Residents and Members of the Public**
- **Freedom of Information Publication Scheme**

- Vexatious or Repeated Requests Policy
- Equality and Diversity Policy
- Complaints Procedure
- Grievance Policy
- Bullying and Harassment Policy
- Reasonable Adjustments Procedure
- Health and Safety Policy
- Expenses Policy
- Disciplinary Policy
- Employee Absence Policy

RESOLVED: To re-adopt all other parish council policies and procedures as listed above.

3640. Approve Asset Register as at 31 March 2020

RESOLVED: To approve the Asset Register as at 31st March 2020.

3641. Review and approve Parish Council Risk Assessment document

RESOLVED: To approve the Parish Council Risk Assessment document following the removal of the reference to Parish Warden.

3642. To note report from internal auditor for 2019/20 accounts

Thanks were passed on to the Clerk for keeping the accounts in good order again.

RESOLVED: To note the report from the internal auditor for 2019/20.

3643. To approve and sign the Bank Reconciliation Report to 31 March 2020

RESOLVED: To approve and sign the Bank Reconciliation Report to 31 March 2020.

3644. To note the Financial Summary Report to 31 March 2020 - Noted

3645. To approve and sign Annual Return Section 1 – Annual Governance Statement for 2019/20

RESOLVED: To approve and sign Annual Return Section 1 – Annual Governance Statement for 2019/20.

3646. To approve and sign Annual Return Section 2 – Accounting Statements for 2019/20

RESOLVED: To approve and sign Annual Return Section 2 – Accounting Statement for 2019/20.

3647. Review membership of Working Groups and outside bodies

Cllr Ward stressed that even if not a part of a specific working group, any councillor can attend and participate in their meetings.

RESOLVED: To update membership of Working Groups and outside bodies as detailed below: -

Finance Working Group P Ward (Convenor) S Crossley B Baguley (Co-opted resident)	Planning Working Group S Hannath (Convenor) A O'Neil J Stevenson P Ward
Cemetery & Memorial Grounds Working Group J Stevenson (Convener) S Hannath A McDonald B Wright	Community Working Group A O'Neil (Convenor) S Crossley S Hannath A McDonald J Stevenson B Wright
Lea Rec & Play Area Working Group A O'Neil (Convenor) S Hannath A McDonald J Stevenson B Wright	Neighbourhood Plan Steering Committee S Crossley S Hannath J Stevenson P Ward I Hooker (Co-opted resident)

Representatives to Outside Bodies:

Village Hall Representative: Cllr P Ward

Police Liaison: Cllr S Hannath

Derwent Valley Mills Partnership: Cllr J Stevenson

Tree Warden: Cllr J Stevenson

3648. To review and authorise additional signatories to the Parish Council's NatWest Bank Account

RESOLVED: (1) To remove C Manze and I Hooker from the NatWest Bank Account mandate (2) Replace I Hooker with Cllr B Wright on the Cambridge Building Society account.

3649. To consider initiating the process for filling the Parish Councillor vacancy

RESOLVED: To proceed with the process to fill the two councillor vacancies.

3650. Update on Covid-19 crisis

A general discussion took place around this item, but no action was required as this time.

3651. Update on Neighbourhood Plan

Cllr Ward gave an update. The DLH Neighbourhood Plan (as amended by the Examiner) was accepted by AVBC on 3/4/20 to go forward to a referendum of our

residents. At that time, a date was fixed for a referendum in June, but shortly afterwards the Coronavirus Regulations suspended all referenda until 6 May 2021, so that is the date for our referendum. In the meantime, the Planning Policy Guidance issued by the Government gives all plans that are suspended until that date “substantial weight” in any planning decisions that are to be made in the interval. Further details of our plan and a link to the Examiner’s report can be found on the Village Website.

3652. Consider support for ‘Climate Emergency’

RESOLVED: To endorse AVBC’s statement and the government’s policies on climate change and also to look at alternative energy suppliers for the Council’s electricity.

3653. Consider Annual Playground Inspection Report

Cllr Hannath agreed to liaise with Ian Hooker and attempt to adjust the speed of the gates. Cllr Hannath also suggested that the Community Working Group could give consideration to a project of sorting out the footpath issue caused by wet conditions (referred to in the Chairman’s Annual Report) and to bring a recommendation to the Council.

3654. Consider whether to participate in the DCC 2020 Public Rights of Way Minor Maintenance Agreement or whether to supply DCC with a modest list of paths that are regularly cut and serve the local community for them to assess for cutting at least twice this year

RESOLVED: For the Clerk to provide DCC with a list of footpaths taken from last year’s maintenance list, for them to assess and cut.

3655. Damage to grass verge on Hillside – Cllr Crossley

RESOLVED: Clerk to contact AVBC to ask that they continue with the use of a smaller refuse wagon on Hillside to avoid any further damage being caused by a larger wagon.

3656. Bollards outside Nightingale House on Church Street – Cllr Crossley

A discussion took place about this item, but no action required.

3657. Consider asking AVBC for a statement of case in relation to the Yew Tree Public House – Cllr Crossley

Cllr Crossley confirmed that a copy has now been obtained, so no action required.

3658. Condition of surface of footpath near Lea Green (Footpath number 20)

RESOLVED: Clerk to send a reminder to DCC about the poor state of Footpath 20 and ask that this matter is not forgotten once funds are available.

3659. Cyclist Issue on Footpath 8 raised by resident

RESOLVED: Clerk to contact DCC to report the issue of cyclists travelling down the footpath at speed and to request their advice.

3660. Update - Ideas to celebrate the Florence Nightingale anniversary

The Clerk confirmed that Cllr Taylor (DCC) is happy to provide funding for the anniversary. DLH Together is considering the request for funding in June. DCC were contacted regarding gateway signs for Holloway and whilst this is a possibility, there is limited space for larger signs. Therefore, a site meeting will need to be arranged with DCC after the lockdown in order to look at locations.

It was agreed that the Community Working Group would take forward the idea of an interpretation board and for Cllr O'Neil to convene a meeting (possibly via Zoom) and invite Richard Hibberd to discuss the matter further. Cllr Ward is not on this working group but is happy to be involved.

3661. To consider continuing with the meeting beyond 9pm in order to conclude all business on the agenda

RESOLVED: (1) To continue with the meeting in order to conclude the business on the agenda. (2) For items 33 and 35 which will be moved to the June agenda.

3662. Update – Undesignated footpaths – Cllr Stevenson

RESOLVED: Deferred to the June agenda.

3663. Update - Gullies on Leashaw, Holloway – Cllr Crossley

DCC has now cleared the gullies, so no further action required.

3664. Update – Handrail at Holme Close – Cllr Hannath

RESOLVED: Deferred to the June agenda.

3665. Planning Matters – Planning applications for consideration

TRE/2020/0669	Street Record Hollins Wood Close Lea Bridge Matlock Fell Silver Birch and Elm COMMENT: No objection
TRE/2020/0672	Holloway Cemetery Church Street Holloway Matlock Various tree works COMMENT: None
TRE/2020/0673	Lea Recreation Ground Holt Lane Lea Matlock Derbyshire Various tree works COMMENT: None

Cllr Stevenson was thanked for preparing and submitting the 2 applications on behalf of the Parish Council.

3666. Financial Matters

(a) Expenditure – To approve the following payments

Cheque No.	Payee & Details		Total
2592	Clerk Wages - April - 52.143 hours (Net)	£619.86	£705.89

	Use of home as office – April		
	Mileage: 92 miles @ £0.45 2/4/20 Home–Lea Bridge–Home (24 miles) 8/4/20 Home–Matlock–Home (34 miles) 11/4/20 Home–Matlock–Home (34 miles)	£41.40	
	Vonage - Parish phone line	£13.25	
	Line rental & Broadband contribution	£11.50	
	USB Flash Drive (for restore drive) - Amazon	£5.49	
	Zoom Video Communications (monthly) inc. VAT	£14.39	
2593	HMRC Income Tax / NI (April) including employer's contribution to NI		£153.83
2594	Keptkleen Ltd –Toilet cleaning – Invoice 1466		£156.00
2595	B Wood – Internal audit services 2019/20		£150.00
2596	DALC - subscription fee for 2020/21		£257.88
2597	DALC – Law and Good Practice Training Course November 2019 – Cllrs Manze and Cllr Stevenson		£150.00
2598	Institute of Cemetery and Crematorium Management (ICCM) - Membership 2020/21		£95.00
2599	Zurich Municipal – Insurance renewal 2020/21		£648.75
2600	Fox Grounds Maintenance – Grass cutting Cut 1 at Cemetery and Month 1 Lea Rec		£599.22
2601	Vikki Shipp – Section 137 Donation to DLHR Community Support Group (Minute 3623)		£500.00
2602	Keptkleen Ltd –Toilet cleaning – Invoice 1481		£134.40
DD	Waterplus - period 29/10/19 to 17/2/20		£169.34
DD	Waterplus - period 17/2/20 to 28/2/20		£9.60
DD	British Gas – electricity at toilets (25/3/20)		£11.69

Void / cancelled cheques: None

RESOLVED: To approve payments as listed above.

(b) Income - Noted

Ref No.	From / Details	Amount
BACS	Monthly interest from Nat West Account (31/3/20)	£3.60

Void / cancelled paying in slips: None

(c) To note Bank Reconciliation & Financial Summary Report (Previously circulated) - Noted

3667. To consider Derbyshire Association of Local Council's Circulars (Previously circulated by Email) - Noted

DALC Ref	Details
Email	Chairs' meeting

Email	Governance and Accountability for Smaller Authorities in England: Practitioner's Guide - March 2020
Email	April Newsletter - DALC - Remote Mtgs - Audit arrangements - Cemetery & Burial Ground use - Council staff furloughing - Update on pay negotiations - DALC office move postponed - home-working allowance update - training programme update
Email	Derbyshire Association of Local Councils - Training
Email	DALC - Chairs' Zoom Meeting 2pm 30th April 2020
Email	Online training opportunities
Email	Hanging Baskets

3668. To consider items of correspondence (Previously circulated by E-mail) - Noted

From	Details
DCC	Derwent Valley Line Update - 16 April 2020
DCC	Community News
Resident	Cyclist Issue - Footpath 8 (Phone call)
DDCAB	Coronavirus Impact Report (April 2020) from Citizens Advice Derbyshire Districts
AVBC	Annual Playground Inspection 2020
PKF Littlejohn	2019/20 AGAR PKF Littlejohn instructions re external audit
RAD	Coronavirus Update for managers of village & community halls!
Lower Hurst Organic	Lower Hurst meat box deliveries
AVBC	Advice for Business Newsletter - Covid-19 Business Support
PKF Littlejohn	2019/20 Limited assurance reporting season
AVBC	Coronavirus partnership update
DCC	Do It Now - Update - Ref: 35887867 – Riber Road
AVBC	Coronavirus - NHS media release
DCC	Update - 35887879 Condition of pavement, storm drains and bus stop on Leashaw, Holloway (heading towards Wakebridge) F680799
AVBC	TRE/2020/0672 - Tree Works, Holloway Cemetery
NatWest	Service complaint / £100 compensation
AVBC	Safer Amber Valley News
AVBC	Covid - Amber Valley updates

3669. Articles for submission to the parish magazine, parish council website or village website - None

3670. Agenda items for the next meeting on Wednesday 3 June 2020 - None

Confidential Items

3671. To consider payment to Clerk for additional hours worked over March and April

RESOLVED: To make a payment of 27 additional hours to the Clerk.

Meeting closed: 9.26 pm